

# Williamstown Borough Authority Meeting Minutes

## August 6, 2014

Williamstown Borough Authority met Wednesday, August 6th, 2014 at 7:00 p.m. in Council Chambers. Council Members present were Chairman Charles Croft, Sr., Dave Neidlinger, Mark Challenger Jr., Matt Miller, Tim Kessinger Solicitor Joe Kerwin, Secretary Lynne Daniel, Interim Manager John Bender, Uni-Tee Representative Pat Ward.

Citizens present were Jeffry Rautzahn, Ron Umholtz representing Williamstown Borough Council.

The meeting was called to order at 7:00PM. The Pledge to the Flag was recited.

The minutes were reviewed and were approved as written. An Executive Session was called at 7:02pm and meeting reconvened at 8:08pm.

A motion was made by David Neidlinger to offer Charles Croft, Jr. the position of Authority Manager per his acceptance, Mark Challenger, Jr. 2nd, all in favor

A motion was made by Tim Kessinger to hire Scott Warfel the position as Trainee/Laborer for Water/Sewer Authority, Matthew Miller 2nd, all in favor.

A special meeting will be held on the 20th of August for personnel matter.

It was decided to revisit the 711 Julian sewer connection issue thus taking no action now. That motion was made by Tim Kessinger, 2nd by Matthew Miller and approved by all.

The financial review meeting held with Susquehanna Bank was discussed and the general consensus was the percentage rates offered were not overwhelmingly favorable and the Authority will investigate alternatives.

Uni-Tek Representative Pat Ward reviewed his report and stressed to the Authority that although John Bender's tenure with the Authority is over as Interim Manager, Uni-Tek will be available to assist the Water/Sewer operations 100%. Pat urged the Authority to consider budgeting in 2015 for rate increases for the Water Authority or as an alternative to afford the feasibility study consider borrowing the funds.

Pat informed the Authority on the Gaming Grant portion of the Ray Street project and that the PennDot permit has been issued and the project has been advertised with bid opening scheduled at the September 3rd Authority meeting. The 2nd part of the Ray Street project is dependent on receipt of the CFA grant award scheduled for announcement September 9<sup>th</sup>.

Pat reviewed the DEP site visit and the TMF report identifying 3 changes that we need to make to be eligible for future funding. Updating our Emergency Response Plan and completing Chapter 110 Water Withdrawal and Use Registration for Well # 1 should be able to be completed in-house. The third requirement is to install proper measuring devices for in-stream flow which

such monitoring devices could be costly. Pat suggests at such time we pursue any significant projects, this requirement will have to be met.

John Bender, presented his final Managers' Report to the Authority outlining reporting responsibilities for both Charles Croft, Jr. (water) and Roy Miller (sewer). John also reviewed Operation, Maintenance and Management (OM&M) tasks that should be undertaken by the Water and Sewer Authority personnel. John has been in contact with PADEP in reference to the TMF rep01t and the 2013 PADEP Filter Plant Performance Evaluation requiring the installation the WA conservation weir and the sampling and testing of Well No.1 to allow use of source. Pat Ward stated he would like to investigate the requirements further and will have his findings available at the August 20th meeting. A motion was made by Tim Kessinger to allow Pat to research the issue, Dave Neidlinger 2nd, all in favor.

John Bender stated Roy Miller will follow up on 3 outstanding projects at the September Authority meeting: The surge suppression modules located in the main electrical distribution panel, the on-line UVT analyzer, and the toxic gas meter controller. The purchase of a tank cover for the post-equalization tank was discussed and several options were presented. Further investigation was suggested. Authorization was given for Drum Excavating to remove the trees outside the WWTP fence that fell due to the possibility of them backing up the Wiconisco Creek into the WWTP outfall.

Permission was granted for the purchase of oil to fill the generator due to the current price of oil.

Delinquents were reviewed and the Authority was informed 80 "Discontinuance of Service" notices will be mailed on Thursday, August 21<sup>st</sup>.

A special meeting was scheduled for the (as needed) 3rd Wednesday of the month. Meeting will be held Wednesday, August 20<sup>th</sup> at 7:00pm. Roy Miller, Sewer Assistant Manager, will be asked to attend.

Mark Challenger, Jr. made a motion to pay the bills, Dave Neidlinger 2<sup>nd</sup>, all in favor.

Matthew Miller made a motion to adjourn at 9:30pm, Tim Kessinger 2<sup>nd</sup>, all in favor.

**NEXT MEETING WEDNESDAY, SEPTEMBER 3, 2014**

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